

**PROFESSIONAL COUNSELORS SECTION
MEETING MINUTES
JULY 16, 2012**

PRESENT: Nancy Clark, Charles Lindsey, Leslie Mirkin

STAFF: Dan Williams, Executive Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; and other Department Staff

CALL TO ORDER

Charles Lindsey, Chair, called the meeting to order at 10:18 a.m. A quorum of three (3) members was present.

APPROVAL OF AGENDA

Amendments to the Agenda:

- Item “N-8” (open session) Under the item titled: “N. Items Received After Printing of the Agenda; 8) Credentialing Matters” **ADD:**
 - Section Discussion of Supervisory Standards – Review and Consideration of Supervisory Forms

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to approve the February 3, 2012 agenda as amended. Motion carried unanimously.

APPROVAL OF MEETING MINUTES OF FEBRUARY 3, 2012

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to approve the minutes of February 3, 2012 as published. Motion carried unanimously.

ADMINISTRATIVE MATTERS

Dan Williams reported to the Section on the follow matters:

- Allison Gordon has been appointed to the Section’s profession member vacancy and hopes to attend her first meeting in October 2012.
- The annual election of officers will no longer be conducted in the fall of each year; rather elections will be conducted at the first meeting of each calendar year.
- Effective June 18, 2012 the Division of Board Services instituted a policy which requires submission of open session items 24 hours in advance of a meeting, or 72 hours prior in cases where a meeting occurs on a Monday.
- Kimberly Wood has transferred within the Division of Board Services from the position of Bureau Assistant to a position as Program Assistant Supervisor.

For future meetings in which the Section meets for a full day, Dan Williams inquired as to the timing of the screening panel, application review, and Section meeting. The Section indicated that future meetings should use the following default settings:

- Screening Panel 8:30 a.m.
- Application Review 9:00 a.m.
- Section Meeting 10:30 a.m.

REVIEW FOR APPROVAL: SPRINGFIELD COLLEGE MASTER'S DEGREE IN HUMAN SERVICES, CONCENTRATION IN MENTAL HEALTH AND COUNSELING

The Section discussed the materials submitted by Springfield College – Milwaukee Campus, and considered any impact to this school in terms of the Section's goal of increasing credit requirements for licensure.

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to approve the Springfield College – Milwaukee Campus, Master's Degree in Human Services, Concentration in Mental Health and Counseling, as an approved educational program towards obtaining a professional counselor license. Motion carried unanimously.

11:30 A.M. APPEARANCE – AMANDA BARBIAN, OFFICE OF EDUCATION AND EXAMINATIONS: 2009-2011 PROFESSIONAL COUNSELOR CONTINUING EDUCATION AUDIT COMPLIANCE REPORT

Amanda Barbian appeared to discuss the 2009-2011 Professional Counselor Continuing Education Audit Compliance Report.

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to refer license holders that were not in compliance with the 2009-2011 continuing education audit to the Division of Enforcement for follow-up. Motion carried unanimously.

DISCUSSION REGARDING AMENDMENTS TO MPSW 10, 11 & 14, RELATING TO MINIMUM DEGREE REQUIREMENTS, MINIMUM CREDIT REQUIREMENTS AND EDUCATION APPROVAL:

Report from Charles Lindsey Regarding the Creation of the Section's Taskforce on Educational Requirement Increases

Charles Lindsey, Chair, and Sharon Henes, Paralegal, reported regarding the progress of the Taskforce on Educational Requirement Increases. The Section discussed the direction being pursued by the taskforce.

ITEMS RECEIVED AFTER PRINTING OF THE AGENDA

- 1) Introductions, Announcements and Recognition – *None*
- 2) Presentations of Petition(s) for Summary Suspension – *None*
- 3) Presentation of Proposed Stipulation(s), Final Decision(s) and Order(s) – *None*
- 4) Presentation of Proposed Final Decision and Order(s) – *None*
- 5) Informational Item(s) – *None*
- 6) DOE Matters – *None*
- 7) Education and Examination Matters – *None*

8) **Credentialing Matters**

- ***Section Discussion of Supervisory Standards – Review and Consideration of Supervisory Forms***

The Section noted that its supervisory application forms have not been formally approved. The Section took action as outlined below and requested that a two month lead time be provided between when the form is posted and when the old form will no longer be accepted.

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to designate Charles Lindsey to finalize and approve the Section's supervisory form edits. Motion carried unanimously.

- 9) Approvals for Psychometric Testing – *None*
- 10) Class 1 Hearings – *None*
- 11) Practice Questions/Issues – *None*
- 12) Legislation/Administrative Rule Matters – *None*
- 13) Liaison Report(s) (Coalition Report/WAMFT Report) – *None*
- 14) Speaking Engagement(s), Travel, or Public Relation Request(s) – *None*

INFORMATIONAL ITEM(S)

Nancy Clark will be attending the Notional Board for Certified Counselors (NBCC) 2012 State Licensure Boards Meeting, August 9-10, 2012, in Greensboro, NC.

CLOSED SESSION

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to convene to closed session pursuant to Wisconsin State statutes 19.85(1)(a)(b)(f) and (g), to consult with legal counsel to deliberate on proposed stipulations, deliberate on administrative warnings, deliberate on monitoring issues, application review, monitoring report and DOE case status reports. Roll Call Vote: Nancy Clark-yes; Charles Lindsey-yes; and Leslie Mirkin-yes. Motion carried unanimously.

The Board convened into Closed Session at 12:52 p.m.

RECONVENE TO OPEN SESSION

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to reconvene into open session. Motion carried unanimously.

The Board reconvened into Open Session at 4:22 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION,
IF VOTING IS APPROPRIATE**

DELIBERATION OF MONITORING MATTERS

Brad W. Knapp, L.P.C. – Requesting Termination of Suspension

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to deny the request of Brad W. Knapp, L.P.C. for termination of suspension, and to request a combined report from Drs. Schoener and Gerndt containing the following information: collaborative input regarding Brad Knapp's fitness to practice, update on treatment, and current prospective regarding licensure reinstatement. **Reason for Denial:** Insufficient evidence (from Dr. Schoener) that Brad Knapp is able to practice with reasonable skill and safety of clients, and public, and does not suffer from any condition which prevents him from practicing in that manner. Motion carried unanimously.

DELIBERATION ON ISSUANCE OF ADMINISTRATIVE WARNING(S)

11 CPC 032

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to issue an administrative warning in case number 11 CPC 032. Motion carried unanimously.

DELIBERATION OF PROPOSED STIPULATIONS, FINAL DECISIONS AND ORDERS

1) David I. Dropkin (09 CPC 016 & 09 CPC 022)

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to reject the Findings of Fact, Conclusions of Law, Proposed Stipulation and Order in the matter of disciplinary proceedings against David I. Dropkin (09 CPC 016 & 09 CPC 022). Motion carried unanimously.

2) Catherine E. Johnson-Samb (10 CPC 015)

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Catherine E. Johnson-Samb (10 CPC 015). Motion carried unanimously.

3) Jeffrey L. Miller (10 CPC 032)

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Jeffrey L. Miller (10 CPC 032). Motion carried unanimously.

4) Donna L. Harder (11 CPC 013)

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Donna L. Harder (11 CPC 013). Motion carried unanimously.

5) Kathy A. Dain (11 CPC 034)

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to adopt the Findings of Fact, Conclusions of Law, Stipulation and Order in the matter of disciplinary proceedings against Kathy A. Dain (11 CPC 034). Motion carried unanimously.

REVIEW OF APPLICATIONS

The Section reviewed application files.

DIVISION OF ENFORCEMENT

Case Status Report

The Section was informed that the case status report, outlining any pending enforcement cases, is not available for review at today's meeting.

Case Closings

10 CPC 031

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to close case number 10 CPC 031 for prosecutorial discretion (P1). Motion carried unanimously.

11 CPC 035

MOTION: Nancy Clark moved, seconded by Leslie Mirkin, to close case number 11 CPC 035 for prosecutorial discretion (P2). Motion carried unanimously.

12 CPC 005

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to close case number 12 CPC 005 for insufficient evidence. Motion carried unanimously.

DOE SIGNATURE COLLECTION

Signatures were collected for all applicable documentation.

ADJOURNMENT

MOTION: Leslie Mirkin moved, seconded by Nancy Clark, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 4:26 p.m.